



UNITED STATES MARINE CORPS
EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO

5560

CG

NOV 07 2013

MARINE CORPS UNIVERSITY/EDUCATION COMMAND POLICY LETTER 3-13

From: Commanding General, Education Command
President, Marine Corps University
To: Distribution List

Subj: MARINE CORPS UNIVERSITY ACTIVE SHOOTER POLICY STATEMENT

Ref: (a) Marine Corps Order 5580.3 (Violence Prevention Program)
(b) Marine Corps University Violence Prevention Statement
(c) Marine Corps University Active Shooter Pamphlet

1. Policy

a. It is Education Command (EDCOM) policy to promote a safe environment for all students, faculty, staff, and guests. EDCOM is committed to maintaining a secure work setting and we will not tolerate acts of harassment, intimidation, threats of violence, and other disruptive behavior. This paper outlines EDCOM policy in the unlikely event of an active shooter aboard the MCU campus.

b. This document is in consonance with reference (a) and (b), and the policies of other federal agencies. Reference (c) provides a short and easy to read guide of immediate actions. In short, the priority actions during an active shooter situation are Run, Hide, and Fight. This policy is described in the paragraphs below, however every situation is different and individuals must determine the best course of action for each scenario.

2. Run

a. The first option in the event of an active shooter is to safely escape the situation. During an active shooter situation tell others (but do not yell), and run in a zigzag pattern. Once in a safe location call 911, but do not call family or friends to tell them about the incident, as excessive calls can quickly jam cell towers and hinder emergency response. If you must escape through a locked window, 'break and rake' to quickly clear glass from the frame. Consider using belts or other items as an improvised rope to shorten the distance you would fall. Hang by your hands from the window ledge to shorten your drop, and attempt to drop into shrubs, mulch or grass to lessen the chance of injury.

Subj: MARINE CORPS UNIVERSITY ACTIVE SHOOTER POLICY STATEMENT

b. Given the unpredictable nature of an active shooter incident, MCU personnel may or may not use designated assembly areas. Remember that a large congregation of people may present an attractive target for a shooter. Supervisors should attempt a quick accounting of employees as soon as possible, and conduct a more detailed accounting at the end of the incident. Primary and alternate assembly areas should be discussed with employees prior to any incident. Do not attempt to drive away from MCU campus as the vehicle congestion will inhibit emergency response. Most importantly, never be complacent, and always have an escape route and plan in mind.

3. Hide

a. If you are unable to escape, the second option is to hide in an area outside of the shooters view. Make it appear as if nobody is in the room. Lock all doors, barricade the entry, close the blinds, turn off all lights, and turn off all phone ringers. If hiding under a desk, pull the chair in to conceal your position. Do not huddle together, as this provides an easier target. If possible, place signs in exterior windows to identify the location of injured persons. Have one person in the room call 911, if you cannot speak, leave the phone line open so the police can hear what is going on. Finally, have a plan of action if the shooter enters the room.

b. When law enforcement arrives their first priority is to stop the shooter. The scene will be chaotic, if you see or hear police do not make sudden movements to officers and have hands visible at all times. Police will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance. If you come into possession of a weapon, do not carry or brandish it. Police may think you are the active shooter. If possible, put the weapon in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.

c. Be prepared to provide first aid. Think outside the box. Clothing and feminine products can be used to stop blood loss. Shoe laces and belts can be used as tourniquets. Remember it may be several hours until medical personnel can securely move an injured person. The immediate actions you take may save lives.

4. Fight The last option is to fight. Remember, both action and inaction come with the risk of serious injury or death. Given this choice, fight and survive. Fully commit to the fight and react with the most explosive and decisive force possible. Throw objects to distract, or use fire extinguishers and hot coffee to blind the assailant. Fight dirty, striking the eyes and/or groin and attack in a group by swarming the shooter.

5. Required Training. The purpose of the Violence Prevention (VP) Program, reference (a), is to provide the knowledge and ability to

Subj: MARINE CORPS UNIVERSITY ACTIVE SHOOTER POLICY STATEMENT

recognize and report behavioral indicators of violence and to cover immediate life saving actions in the event of an active shooter. Per reference (a) page D-1, all Marines must complete this requirement every calendar year via instructor-led or web-based training. Completion of MarineNet course code ILEVPPA01A will satisfy the annual training requirement for Violence Prevention Recognition. Although there is no formal requirement for civilians to complete violence prevention training, all civilians are highly encouraged to complete these Department of Defense approved violence prevention online classes:

(1) The supervisory course:

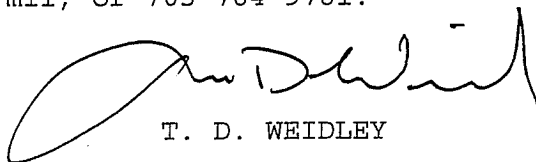
<http://media.cpms.osd.mil/faslerd/supervisor/menu.htm>

(2) Employee course:

<http://media.cpms.osd.mil/faslerd/employee/menu.htm>

(3) I direct all MCU faculty, staff and students (both civilian and military) to watch the following 5 minute video on active shooter procedures titled "Run, Hide, Fight":
<http://www.youtube.com/watch?v=5VcSwejU2D0>

6. Finally, the most important step is to be mentally prepared at all times, constantly asking yourself what you would do right now in the event of an active shooter. The overall point of contact for this policy is the MCU Violence Prevention Officer, Major Marlin Williams at marlin.williams@usmc.mil, or 703-784-9781.



T. D. WEIDLEY

DISTRIBUTION: J